

JOB ANNOUNCEMENT VACANCY #03-FI-OFT-0004

Agency:	Office of Finance and Treasury (OFT)
Division/Unit:	
Position:	Financial Analyst
Grade/Step:	DS-1160- 13/1 – 13/10
Salary Range:	\$54,246 - \$69,906
Area of Consideration:	Unlimited
Opening Date:	February 6, 2003
Closing Date:	February 20, 2003
Number of Vacancies:	One (1)

Position Description: The incumbent assists in the management of the District's 401(a) Defined Contribution Pension and 457 Deferred Compensation Plans by managing the relationships between the contractors and the District of Columbia. Some major duties include, developing resolution and improvement strategies. These strategies include goals and objectives, assignment of responsibility among agency, target dates and reporting requirements. Monitoring progress of agency in achieving objectives and reports it to Deputy Chief Financial Officer (DCFO). Tracking the District's contributions to and requests for withdrawals from the plans. Bi-weekly ensure payroll contributions (files and wire transfers) are sent on time for all payroll systems including those of independent agencies. Resolving problems at the participants level, e.g., calculating earnings for participants with missing contributions and research participants' inquiries on their account balances. Overseeing the communication and education program jointly administered by OFT, the D.C. Office of Personnel and the contractors. Overseeing the annual audit of the 401(a) Defined Contribution Pension and 457 Deferred Compensation Plans. Quarterly, review investment returns to ensure funds are performing above benchmarks and are in compliance with the plan investment guidelines. Assist in the development of Request for Proposals (RFPs) for pension and investment services and audit of financial statements from contractors soliciting to do business with the District. Responsibilities include development of statement of work and evaluation of RFPs.

Must have a minimum of one year or more of specialized experience (preferably in finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit law, real estate operations, statistics), at a level of difficulty and responsibility comparable to the next lower grade level in District services. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information: Office of Management and Administration
Recruitment Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Submission Materials: DC2000 (employment application) or Resume and cover letter

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.